

**SUMMARY OF THE
JOINT TRANSITION/PROGRAM POLICY & STRUCTURE COMMITTEES MEETING
MAY 08, 2002**

The Transition and Program Policy and Structure Committees of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, May 08, 2002, at 1:00 p.m. Eastern Daylight Time (EDT) via teleconference. Chairperson Dr. Paul Kimsey of the California Department of Health Services led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items that follow.

REVIEW OF PREVIOUS MINUTES

The minutes from the April 24, 2002, teleconference were reviewed and approved as amended.

AGENDA FOR NELAC 8

Dr. Kimsey opened discussion regarding the proposed agenda compiled by Dr. Jackson. Consensus was that the proposed agenda contained all topics that should be discussed.

It was suggested that the presenters of the standards development organizations be asked to describe the process to be followed when NELAC would be in need of standards. Dr. Kimsey will send out the document prepared by Drs. Kimsey and Jackson that covers the issues the presenters should address.

OTHER BUSINESS

Silky Labie reported that as of this date, 75 people have pre-registered for the Conference.

It was suggested that there be a brief meeting on Monday, July 08, 2002, from 5:00 – 6:00 pm to cover any loose ends prior to Tuesday's joint session.

FUTURE TELECONFERENCES

The next joint teleconference will be June 12, 2002, at 1:00 p.m. EDT. Dr. Kimsey will set up teleconference lines for this date.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
TRANSITION/PROGRAM POLICY & STRUCTURE COMMITTEE MEETING
MAY 08, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1.	05/08/02	Dr. Kimsey will send out the document prepared by Drs. Kimsey and Jackson that covers the issues the presenters should address.	ASAP
2.	04/24/02	Ms. Hankins will provide information for the background and history section of the session.	ASAP
3.	04/10/02	Dr. Jackson and Ms. Deb Loring will create a one-page paper listing pros and cons of a specified number of officials of NELAP Accrediting Authorities on the Board of Directors and certain committees and circulate it to the members prior to the next teleconference.	05/08/02
4.	04/10/02	Drs. Jackson and Kimsey will invite standards development organizations to make a presentation at NELAC 8.	In progress
5.	03/27/02	Ms. Hankins will distribute the proposed modification of the Constitution and Bylaws to all committee chairs and ELAB, and have it posted on the NELAC website.	In progress

**PARTICIPANTS
TRANSITION/PROGRAM POLICY & STRUCTURE COMMITTEE MEETING
MAY 08, 2002**

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